

# OCHR FACTSHEET

## USAJOBS' Features and Functionality

*For Employees and Applicants*

*Issued: February 2011*

### HIRING REFORM

This Fact Sheet:

- Explains the reason for the transition to USAJOBS.
- Provides suggested resources for employees and applicants to learn more about USAJOBS.
- Lists references for finding additional information on hiring reform.

### Background

The Department of the Navy (DON) is committed to improving the applicant experience as part of its hiring reform initiative. A key to achieving this objective is transitioning from the old CHART application system to using USAJOBS for all DON job announcements. There are numerous benefits to USAJOBS, however it has many features that differ from the CHART system. This fact sheet outlines a few ways an employees and applicants can test USAJOBS' functions through setting up an account, searching for jobs and becoming familiar with USAJOBS job announcement formats.

### Setting up an Account

Set up a USAJOBS account at [www.USAJOBS.gov](http://www.USAJOBS.gov)

- Create your USAJOBS account by clicking the "Sign In or Create an Account" button in the top right corner of the main page, then follow the prompts

#### **Tip: Creating Your Username and Password**

- Usernames must be between four and 20 characters long
- Passwords must be between eight and 20 characters long, and contain one upper case letter, one lower case letter, one number and one symbol (! @ # \$ % ^ & \*)

- Personalize your USAJOBS account in the "My Account" page by editing your profile, building and/or uploading resumes, setting up job search agents, saving jobs for review at a later time and saving supporting documents
- Set your notification settings for your application status to stay informed of changes to your application status should you apply for jobs

#### **Tip: Setting Application Status Notification**

You may edit your notification preferences and unsubscribe at any time. If you select to be notified of any changes to your application status, you will receive one email per day with your most recent status, but only if your status has changed.

- Download the iPhone/iPad app at <https://my.usajobs.gov/FeaturedArticle/FeaturedArticleContent.aspx?ArticleID=474&ArticleTypeID=1&count=5>

DEPARTMENT OF THE NAVY  
CIVILIAN CAREERS

Where Purpose and  
Patriotism Unite



**OCHR**  
**FACTSHEET**

## Searching for Jobs

Try searching for jobs using the “Search Jobs” tab in the top left corner of the main page

- Search for jobs using a keyword search, advanced search, location search or special searches (i.e., tailored searches for individuals with disabilities, veterans, students and recent grads and senior executives)

### Tip: Maximizing Keyword Searches through Search Logic

- Narrow Your Search
  - AND – use “and” between keywords to return results that have ALL of the keywords
  - AND NOT – use “and not” following keywords to exclude results with those keywords
  - “ ” – use quotes around key phrases to return results that have those phrases
  - ( ) – use parenthesis around separate key phrases to return results with multiple phrases
- Widen Your Search
  - OR – use “or” between keywords to return results that have ANY of the keywords
  - \* (Shift 8) – use an asterisk after a root word to return results with any variation of the root word

- Search for jobs in demand or the most popular jobs
  - Jobs in Demand – view the jobs being advertised by OPM and agencies at [jobsearch.usajobs.gov/search.aspx?jbf563=1&vw=b&brd=3876&FedPub=Y&FedEmp=Y&cbc=1](http://jobsearch.usajobs.gov/search.aspx?jbf563=1&vw=b&brd=3876&FedPub=Y&FedEmp=Y&cbc=1)
  - Most Popular Jobs – see the occupations, agencies and locations with the most announcements at [www.usajobs.gov/mostpopularjobs/index.asp](http://www.usajobs.gov/mostpopularjobs/index.asp)
  - Department of Navy jobs – [jobsearch.usajobs.gov/a9DON.aspx](http://jobsearch.usajobs.gov/a9DON.aspx)

## Becoming Familiar with USAJOBS JOA Format

Familiarize yourself with job opportunity announcement (JOA) formats in USAJOBS

- Scan a JOA by browsing each of the tabs at the top of the announcement (i.e., overview, duties, qualifications & evaluations, benefits & other info and how to apply) or clicking “Print Preview”
- View the job opportunity announcement tutorial at [Media.NewJobs.com/OPM/www/USAJOBS/Seeker\\_Guides/View\\_Announcements/View%20Announcements.pdf](http://Media.NewJobs.com/OPM/www/USAJOBS/Seeker_Guides/View_Announcements/View%20Announcements.pdf)

## Where to Find Additional Information

Additional information regarding hiring reform can be found on the DON Hiring Reform website [www.public.navy.mil/DONHR/Employment/HiringReform](http://www.public.navy.mil/DONHR/Employment/HiringReform). This website provides:

- Policy and official guidance on hiring reform
- Fact sheets on topics and tools such as USAJOBS, Application Manager and USA Staffing
- Answers to frequently asked questions

## Still Need Assistance?

For additional questions on hiring reform, e-mail the DON Hiring Reform Team at [DONhrfaq@navy.mil](mailto:DONhrfaq@navy.mil).



[www.public.navy.mil/DONHR/Employment/HiringReform](http://www.public.navy.mil/DONHR/Employment/HiringReform)



**OCHR**  
**FACTSHEET**